

## **CITY OF BURBANK**

### **SENIOR RECREATION LEADER**

#### **DEFINITION**

Under direction, conducts a wide range of recreational, cultural, and community service activities; assists with organizing and leading recreational activities including, but not limited to, day camp, recreational classes, special events, sports, aquatics, and other specialized program areas; and do related work as required.

#### **ESSENTIAL FUNCTIONS**

Under direction, directs, organizes, publicizes, and conducts general recreation classes, programs and services; assists in facility supervision and maintenance; oversees a specialized program area; trains, supervises and evaluates employees, and volunteers; assists with program registration, fee collection, accident reporting and program documentation; observes and enforces policies and procedures; operates general office equipment, including personal computers; renders routine first aid when needed; establish and maintain effective working relationships with supervisors, fellow employees, and the public; drives on City business.

#### **MINIMUM QUALIFICATIONS**

##### **Employment Standards:**

- Knowledge of - recreation and leadership techniques.
- Ability to - understand community needs and achieve department goals; understand and implement written and oral instructions; demonstrate effective written and verbal communication skills, good judgment and decision-making abilities.

**Education/Training:** Completion of two years of college and 2000 accumulated hours of paid leadership experience with a recreational, cultural, or community services program. Additional qualifying paid experience may be substituted for required education on a year-for-year basis up to a maximum of one year. Up to 500 hours of volunteer leadership experience in a recreation setting can be substituted for paid leadership experience on an hour-for-hour basis.

**License & Certificates:** A valid California Class "C" driver's license or equivalent at time of appointment; Red Cross First Aid, CPR, and communicable disease certificates are required within six months of appointment.

#### **SUPPLEMENTAL INFORMATION**

**Desirable Qualifications:** Basic computer skills, and ability to communicate in a second language. Completion of college credits in Leisure Studies or closely related field.